



Public Health Program Director 3 (PHPD3) Vacancy Announcement

Location: Nashville, Tennessee

Salary based on education and experience with a starting rate of \$4,327 per month

Position Description:

This PHPD3 position is located with the Emergency Preparedness (EP) program of the Tennessee Department of Health, which is federally funded through the Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) cooperative agreement. This position serves as the PHEP Coordinator and Emergency Services Coordinator (ESC), helping lead state and local authorities to integrate, strengthen, operationalize, and coordinate preparedness efforts to protect against, respond to, and recover from terrorist attacks, major disasters, and any other emergencies that may impact the State of Tennessee. This role will strategically lead, yet not directly supervise, 13 regional State Emergency Response Coordinators by providing state-level program leadership and support related to building and maintaining collaborations with partner organizations, project management, cooperative agreement compliance, workforce development, and emergency response efforts.

The PHEP Coordinator also serves as an embedded Emergency Services Coordinator at the Tennessee Emergency Management Agency. In this role, the PHEP Coordinator represents the Commissioner of Health during activation of the State Emergency Operations Center. The PHEP Coordinator will serve as principal advisor and subject matter expert for public health emergency preparedness and response planning efforts related to biological, chemical defense, and catastrophic disasters. This position will ensure statewide requests for health and medical assistance are responded to quickly, tasked to the appropriate departmental resource, and documented appropriately. The PHEP Coordinator will ensure situational information is shared with appropriate departmental leadership and acted upon in a timely fashion.

Job Responsibilities:

- Monitor and provide recommendations to improve program, organizational, information technology systems, and operational processes.
- Organize and manage 3-5 staff as appropriate to achieve program and administrative goals.
- Develop individual performance plans for subordinates. Conduct performance reviews, provide accolades, incentives, constructive feedback, and guidance to improve work performance.
- Collaborate with the EP Program Director and the Healthcare Preparedness Program (HPP) Coordinator to ensure effective statewide strategic planning, grant development, implementation, and program evaluation is completed.
- Deliver expertise in focus areas to include but not limited to: community resilience, incident management, mass care sheltering, fatality management, and training/exercise
- Coordinate program activities with appropriate partners to develop and meet PHEP/HPP goals.
- This position will be responsible for reporting for duty as soon as possible, including after hours, during emergencies as part of coordinated responses by TDH.
- This position may require up to 20% overnight travel.

Qualifications:

- Master's degree, preferred (in public administration, business administration, public health, health administration, or allied health field) or 10 or more years of documented experience in monitoring and response during emergency operations. Degrees must be from an accredited college or university. A transcript evaluation is required for degrees earned outside of the United States.
- Knowledge of personnel management and human resource systems pertaining to supervision, coaching, and mentoring, with a minimum of 3 or more years of supervisory experience.
- Demonstrated excellence in communication, organization and attention to detail.
- Must be eligible to work in the U.S.
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Please send resume to: paul.petersen@tn.gov

The Tennessee Department of Health is an equal opportunity, equal access, affirmative action employer.